

ARRA Healthcare Grant Closeout Activities

Program Closeout Activities

- Ensure all avenues have been explored for capturing leveraged resources.
- If not already done so, add notes in participant files that indicate the status of each participant at closeout (placed in new job, looking for work, staying in current position, enrolled in more training, etc.). If new activities are discovered through this process, update the Data Collection System during the next data entry period.
- Ensure all publications and products created with grant funds include required taglines (see attached tagline requirement document) and are submitted via email by **December 14, 2012**.
- Submit a current contact list for training, labor and employer partners using the *Final Partner Contact List* form by **December 14, 2012**.
- By **December 14, 2012**, inform all training, labor and employer partners via email (copy me) that they may be contacted by us for program evaluation/research activities. Please make sure they have my contact information:
Beth Meyer
bmeyer@wtb.wa.gov
(360) 709-4626
- Ensure all grant-related records (electronic and hard copies), including records stored at partner sites, will be archived (and accessible if needed) through **June 30, 2016**.

Final Program Reporting

- Final Narrative report due: **15 days after end of contract period**.
- All participant records must be up-to-date in the data collection system. The Workforce Board will provide reports for partners to use to identify missing or incorrect data. Any data errors will be corrected collaboratively between partners and the Workforce Board staff.

Final data collection reporting procedure:

- All participants need end dates for open services (case management, support services, etc.)
- Each participant needs to be identified as having successfully completed all their grant-funded activities and services **or** exited all grant-funded activities and services early. Use the following table to determine how to report each participant:

Successfully completed or Early exited?	
If...	Then enter...
The participant completed training, gained a new job (see definition) and retained new employment for 1 st and 2 nd quarters (Q1 and Q2) after placement.	Successfully completed all grant-funded activities.
The participant completed training, gained a new job, but Q1 or Q2 retention dates will fall after the end of the contract period.	Early Exit. Select "Other" for reason. Enter "Q1 (or Q2) retention after contract-end"
The participant completed training, gained a new job, but lost job before Q1 or Q2 retention was complete.	Early Exit. Select "Other" for reason. Enter "Lost job prior to Q1 (or Q2) retention"
The participant completed training but has not gained training-related employment	Early Exit. Select "Other" for reason. Enter "Completed training. No employment placement."
The participant is an incumbent who completed a training program intended to meet new credential requirements or needs of their employer. <i>No new job placement is expected</i> , and two quarters have passed since training completion.	Successfully completed all grant-funded activities. (Details regarding this career advancement will be reported in the narrative report.)
The participant is an incumbent whose training resulted in a wage increase. <i>No new job placement is expected</i> .	Successfully completed all grant-funded activities. (Details regarding this career advancement will be reported in the narrative report.)
The participant is an incumbent who continued their education (not grant-funded) after completing training.	Early Exit. Select "Other" for reason. Enter "Incumbent pursuing additional training." (Details regarding this career advancement will be reported in the narrative report.)

Due dates for final data entry:

Contract End Date	Final Data Entry Window
February 28, 2013	February 26 – March 12, 2013
March 31, 2013	April 1 – 12, 2013
April 30, 2013	May 1 – 12, 2013
May 31, 2013	May 27 – 31, 2013*

*May 2013 participant data needs to be entered into the system by the end of May. Please keep this in mind when planning for May activities.

Fiscal

- Final invoice for payment due **30 days after end of contract period**. Any invoices submitted beyond the **30 days** may not be paid.
- Final Accrued Expenditure report due: **30 days after end of contract period**. *Please note that the final report is required in addition to the regular quarterly report (to capture final payments). Subrecipients with a March 31, 2013 contract end date are not required to submit a final quarterly report if the Quarterly Accrued Expenditure report submitted on April 30 includes all final payments.*
- Final 1512 report due: **30 days after end of contract period**. *Please note that the final report is required in addition to the regular quarterly report (to capture final payments).*